



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

December 15, 2015

**TO:** Chief School Administrators

**ROUTE TO:** All Principals and District Human Resources Personnel

**FROM:** Peter Shulman, Assistant Commissioner/Chief Talent Officer  
Division of Teacher and Leader Effectiveness

**SUBJECT:** New Certification Regulations in Effect Immediately

**IN THIS MEMO:**

**I. Certification Procedures**

**II. Substitute and Out-of-State Reciprocity Procedures**

As you may know, on November 4, 2015, the State Board of Education adopted updates to a range of teacher preparation and certification requirements. The new regulations are intended to help new teachers effectively serve students from the first day on the job, and are based on many months of collaboration with New Jersey educators, teacher preparation programs, and other stakeholders. While many of the new regulations will be phased in over several years, some changes take effect immediately. This memo describes those immediate changes and related district guidance. For more information on the full regulatory package, please visit the [Preparation web page](#).

**I. Certification Procedures**

**Provisional Teacher Process (PTP)<sup>1</sup> and Evaluations**

The Department has updated all guidance for PTP procedures, which is posted on the [PTP web page](#). **Candidates hired for the first time under provisional certificates in or after the 2015-2016 school year must be evaluated only according to AchieveNJ requirements and should not receive any separate PTP evaluations.** A teacher must earn two Effective or Highly Effective summative ratings in a three-year span to qualify for the standard certificate. Such changes will *not* apply to teachers who started working under a provisional certificate *prior* to SY 2015-16. The Department is finalizing more detailed guidance on district procedures and will share this information in the coming weeks.

---

<sup>1</sup> Previously referred to as the Provisional Teacher Program, the name has been changed to Provisional Teacher Process to more accurately reflect the operations.

In the meantime, please visit the [AchieveNJ website](#) for a full set of resources on state evaluation policies and procedures, and please see the links below for more details on evaluation as part of certification:

- [Changes to Pathway to Standard Certification for CEAS Holders](#)
- [Changes to Pathway to Standard Certification for CE Holders](#)

Although provisional registration is rolling, educators working under a CE/CEAS should be registered as soon as possible. This is particularly important for principals and administrators who must be working under a provisional certification before conducting formal evaluation observations. See links under [Resources for Recruiting and On-boarding NEW Educators](#) for instructions.

### CE/Alternate Route Training Registration Process

Candidates can now register in any of the state-approved Certificate of Eligibility (CE) or “alternate route” preparation programs. To enroll, candidates must register themselves and should contact the program providers directly. Contact information can be found [here](#).

### Online Certification

As of May 15, 2015, the state is no longer issuing paper certificates. All information about certificates is now available [online](#) including certificate name, certificate ID number, date of issuance, and expiration date, if applicable. Instructions to view this information can be found [here](#).

## II. Substitute and Out-of-State Reciprocity Procedures

### Substitutes

New regulations limit the amount of time individuals with substitute credentials can serve in a classroom and expand the amount of time that individuals with regular teaching certificates can serve as substitutes. Service limits are shown in the chart below:

Credential/Certification	Previous Service Limit (In Same Class Per School Year)	New Service Limit (In Same Class Per School Year)
<b>Substitute Credential; Ed Services or Admin. Certificates</b>	20 instructional days, extendable to 40	No change
<b>Career &amp; Technical Education (CTE) Substitute Credential</b>	20 instructional days, extendable to 40	40 instructional days
<b>Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) <u>not in</u> subject area of classroom where substitute is placed</b>	20 instructional days, extendable to 40	40 instructional days
<b>Standard certificate <u>not in</u> subject area of classroom where substitute is placed</b>	40 instructional days	No change
<b>CE or CEAS <u>in</u> subject area of classroom area where substitute is placed</b>	60 instructional days	<b>Can be extended from 60 instructional days to entire school year</b> if substitute: <ul style="list-style-type: none"> <li>• Is issued a provisional certificate;</li> <li>• Is enrolled in or has completed mentoring program; and</li> <li>• Is enrolled in or has completed CE or CEAS educator preparation program.</li> </ul>
<b>Standard certificate <u>in</u> subject area of classroom area where substitute is placed</b>	Not specified in regulations	<b>Can be extended from 60 instructional days to entire school year</b>

The Department has created a comprehensive “Guide for Substitute Certification and Employment” to support district implementation of state policies.

### Out-of-State Reciprocity

For candidates from other states to receive a certificate through reciprocity, New Jersey must issue the equivalent of whatever subject area or grade-level out-of-state license the applicant holds. Assuming such equivalency, the following chart applies:

Out-of-State Certificate Equivalent	Previous Policy	New Policy (Effective Immediately Unless Noted)
<b>Certificate of Eligibility (CE, or “Alternate Route”)</b>	Candidate must hold the equivalent of a CE issued by another state	No reciprocity—candidate must meet all NJ CE requirements
<b>Certificate of Eligibility with Advanced Standing (CEAS, or “Traditional Route”)</b>	<ol style="list-style-type: none"> <li>1. Hold the equivalent of a valid CEAS issued by another state; AND</li> <li>2. Demonstrate passage of subject-matter test to receive out-of-state endorsement OR pass appropriate New Jersey subject-matter test.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold the equivalent of a valid CEAS <b>following the completion of a CEAS educator preparation program that includes clinical practice or “student teaching”</b> AND</li> <li>2. No change</li> <li>3. <b>Effective for candidates who start teaching in or after the 2017-2018 school year:</b> Demonstrate passage of a state-approved performance assessment OR pass approved New Jersey performance assessment (at a later date, the Department will issue additional guidance regarding this rule)</li> </ol>
<b>Standard Certificate</b>	<ol style="list-style-type: none"> <li>1. Hold valid standard certificate issued by another state and demonstrate three years of effective teaching, as documented by letter from applicant’s supervisor or authorized district representative OR</li> <li>2. Hold National Board of Professional Teaching Standards certificate</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold valid standard certificate issued by another state and demonstrate at least <b>two effective years of teaching within three consecutive years of the last four calendar years</b>, as documented by letter from applicant’s supervisor or appropriate district representative OR</li> <li>2. No change</li> </ol>

- c: Members, State Board of Education  
David C. Hespe, Commissioner  
Senior Staff  
Diane Shoener  
Executive County Superintendents  
Executive Directors for Regional Achievement Centers  
Executive County Business Officials  
Educator Preparation Program Deans and Directors  
Garden State Coalition of Schools  
NJ LEE Group